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JSW
GLC
JG
MKS

TRANSMITTAL SLIP		DATE
TO:		31 Jan 64
ROOM NO.	BUILDING	
7D01	Hqrs	
REMARKS:		
<p>This is a note covering the call from NSA's [] about our Congressional correspondence. I don't know whether or not Mr. Warner would be interested.</p> <p>Just FYI.</p> <p><i>[Handwritten initials: S, D, J, W]</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445 (47)

NSA

31 January 1964

MEMORANDUM FOR FILE.

SUBJECT: Congressional Correspondence

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1. [] of the NSA Personnel Office called this office on 31 January in connection with a survey he is making of all agencies concerning their Congressional correspondence. He requested an estimate of the number of Congressional referrals or inquiries about applicants received each month and the title of the official signing replies.

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2. I told [] that we averaged about ten per week and that our letters to Congressmen and Senators were normally signed by our Legislative Counsel. He asked about the organizational location of the Legislative Counsel and I explained that this was an additional duty of our Deputy General Counsel. I also noted that some Congressional correspondence was signed by the Director of Central Intelligence. He volunteered the information that such correspondence was signed by the Director of Personnel for NSA unless it had been addressed to the Director of NSA on a personal basis. From his remarks, I gathered that NSA does not have an official with responsibilities in this area similar to those of our Legislative Counsel.

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[]
Ex/Asst/DPers